

Staff Development & Training Room Usage Agreement

2638 Two Notch Road, Suite 217, Columbia, South Carolina 29204

Phone: 803.898.9000 / Fax: 803.898.9077 or 803.898.9078

Hours of Operation: Monday through Friday 8:00 a.m. – 5:00 p.m.

Welcome to the Department of Social Services' training facility located at The Children's Center. We are happy to help facilitate your meeting needs and we want you to have a positive experience while being our guest. This agreement will help answer some of your questions and let you know what our expectations are.

There is a Security Code to enter the Staff Development & Training (SD&T) training facility. The code is posted in each training room. Participants should be instructed to use the code to re-enter the facility.

ENTRY CODE 1492

We are a non-smoking facility. Participants must go outside to smoke and use the provided receptacle. Ample parking is available as well as handicap spaces.

1. Restrooms and telephones are located on each side of our hallway. Participants may make local, toll-free and calling card calls. No long distance calls can be made from these phones. There is a kitchenette available in each break room. You have access to a sink, microwave and refrigerator. There is no stove, silverware, plates or glasses available.
2. Meeting facilitators are responsible for setting up and breaking down the training room. This includes setting up of all tables, chairs and equipment at the beginning of the training and then removing them at the end of the training. Training rooms must be left in the same condition and configuration as they were found. Any items brought in must be removed *immediately* after the training.
3. Meeting facilitators and participants must check with a member of SD&T before removing any chairs, tables or equipment from other training rooms.
4. Meeting facilitators and participants may not tack, pin, nail or tape anything to the wall or door surfaces. Use the existing sign holders outside the door and cork strips inside the room for displaying items.
5. **Cell phones** are to be used only in either the SD&T **break rooms** or **outside of the building**. Cell phones are not to be used in the hallways or front lobby areas of the building.
6. If using a *Computer Lab*, all settings *must be* returned to the original setting. Any software installed *must be* uninstalled. If you need to have software installed or have questions about access, call the HelpDesk at (803) 898-7328. SD&T staff cannot add or remove software or troubleshoot the computers.
7. Any files to be used on our laptops should be brought on a flash drive or CD. Our laptops do not have a floppy drive.
8. Audiovisual equipment (such as flipcharts, overheads, LCD projectors, TV's, etc.) are available to be checked out. Meeting facilitators are asked to arrive early so that you can set these items up before training. SD&T cannot provide support for setup of training rooms. **Meeting facilitators are asked to bring help with them when checking out heavy equipment.**

9. Meeting facilitators are asked to have all materials prepared in advance as copying, faxing and office supplies are not available for general use.
10. Place all food and beverage trash in the trash cans located in the break room area. Clean up the kitchen area (if used). **No food or drink is allowed in any of the Training Rooms and Computer Labs.**
11. Meeting facilitators must check out with a member of SD&T after the training room has been returned to its original condition and cleaned. The training room must be returned to normal, cleaned and inspected before you leave the building on the last day of your training.